

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Patrick Lynn, Police Chief/(954)693-8320

PREPARED BY: Police Administration/af

SUBJECT: Resolution

AFFECTED DISTRICT: All

ITEM REQUEST: Schedule for Council Meeting

TITLE OF AGENDA ITEM: CONTRACT EXTENSION - A RESOLUTION OF THE TOWN OF DAVIE FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN OF DAVIE POLICE DEPARTMENT AND WARREN & ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES FOR THE POLICE DEPARTMENT

REPORT IN BRIEF: The Town Council awarded the original contract to Warren & Associates by Resolution 2008-40. The initial contract period was for one (1) year with an option to extend the contract for two (2) additional one (1) year terms. The Police Department is satisfied with the service provided by Warren & Associates. The Police Department and Warren & Associated wish to exercise the option to extend the contract for an additional year. The original contract price remains unchanged.

PREVIOUS ACTIONS: Resolution 2008-40 1/20/08, 2006-030, 2004-103

CONCURRENCES:

FISCAL IMPACT: not applicable

Has request been budgeted? Yes

If yes, expected cost: \$45,000.00/year

Account name and number: Police Department Contractual Services #001-0520-521-0306

If no, amount needed: \$

What account name and number will funds be appropriated from:

Additional Comments:

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution, Davie PD Memo, Letter from Vendor, Division of Corp
Paperwork,
Previous bid paperwork/contract from Resolution 2008-40.

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA,
APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE
TOWN OF DAVIE POLICE DEPARTMENT AND WARREN &
ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES FOR
THE POLICE DEPARTMENT

WHEREAS, the Town of Davie awarded a contract for verbatim transcription services for the Police Department by Resolution 2008-40; and

WHEREAS, the current contract expired on February 20, 2010, the terms and conditions of the contract allow for two (2) additional one (1) year extensions by mutual agreement of both parties; and

WHEREAS, the Town of Davie Police Department and the contractor desire to extend the contract for an additional one (1) year term.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council approves a one (1) year extension of the contract between the Town of Davie and Warren and Associates providing service to the Davie Police Department for verbatim transcription services covering the period of February 20, 2010 through February 20, 2011.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2010

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2010

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Detail by Entity Name

Florida Profit Corporation

MARTIN B. WARREN, INC.

Filing Information

Document Number	523238
FE/EIN Number	591713214
Date Filed	01/17/1977
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	04/07/1992
Event Effective Date	NONE

Principal Address

1555 PALM BEACH LAKES BLVD
SUITE 1006
WEST PALM BEACH FL 33401
Changed 04/13/2009

Mailing Address

1555 PALM BEACH LAKES BLVD
SUITE 1006
WEST PALM BEACH FL 33401
Changed 04/13/2009

Registered Agent Name & Address

WARREN, RICHARD B
1555 PALM BEACH LAKES BLVD
STE 1006
WEST PALM BEACH FL 33401
Name Changed: 04/18/2007
Address Changed: 04/18/2007

Officer/Director Detail

Name & Address

Title PSD
WARREN, GLENDA
21898 CYPRESS CIRCLE
BOCA RATON FL 33433

Annual Reports

Report Year	Filed Date
2008	05/07/2008
2009	04/13/2009
2010	02/04/2010

Document Images

02/04/2010 -- ANNUAL REPORT	View image in PDF format
04/13/2009 -- ANNUAL REPORT	View image in PDF format
05/07/2008 -- ANNUAL REPORT	View image in PDF format
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Note: This is not official record. See documents if question or conflict.

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PRICING FOR BID #B-07-113

POLICE DEPARTMENT

Price per page for Police Transcripts \$2.30

BIDDER MARTIN E. WARREN, INC. d/b/a WARREN & ASSOCIATES

ADDRESS 9597 VERCELLI STREET

LAKE WORTH, FL 33467

BY

Glenda Warren
Signature

GLEENDA WARREN

Please type or Print Signature Name here

TITLE VICE PRESIDENT

DATE SEPTEMBER 21, 2007

PHONE 561/649-2166

FAX 561/967-0262

Will your company accept payment by Town of Davie Visa

Procurement Card? No

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requestor. Do not
send to the IRS.

Name (see instructions on page 2) Martin B. Warren Inc.

Business name, number(s) from states Warren Associates

Check appropriate box: ☐ Individual ☒ Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ☐ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) 9597 Verecilli Street

City, state, and ZIP code Lake Worth FL 33467

Let account number(s) here optional

Requestor's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

591171132114

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For nonresidents, interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and annuities, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person Martin B. Warren date 9/20/07

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a partner if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner's share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

By: Glenda Warren Date: 9/21/07
Signature of Affiant
GLEND A WARREN
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 21 day of
Sept 2007, by Glenda Warren he/she is
personally known to me or has presented FL Driver License as
identification.

[Signature]
Notary Public, State of Florida at Large

Print or Stamp of Notary A. LINDSTROM
Notary Public, State of Florida
Commission #000000
My comm. expires May: 17, 2010

Serial Number

My Commission Expires 5-17-210

MARTIN B. WARREN, INC.
D/B/A
WARREN & ASSOCIATES
1555 Palm Beach Lakes Boulevard, Suite 1006
West Palm Beach, Florida 33401
(561) 681-9494 FAX (561) 681-9436

February 5, 2010

Town of Davie Police Department
1230 South Nob Hill Road
Davie, Florida 33324

To Whom It May Concern:

Please be advised that we are pleased to extend our original contract with the Town of Davie Police Department, with the addition of transcribing optical media (CD's and DVD's), for the new contract year at the same prices.

Thank-you.

Sincerely,

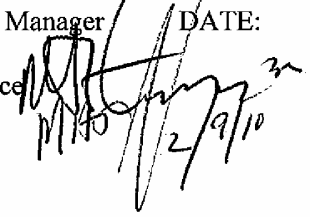


GLEND A WARREN

President

**DAVIE POLICE DEPARTMENT
MEMORANDUM**

TO: Herb Hyman, Procurement Manager DATE: February 9, 2010
THRU: Patrick Lynn, Chief of Police
FROM: Brad Carney, Major
SUBJECT: Contract Renewal Request



Please be advised that the Town of Davie Police Department agrees to extend the original contact with Martin B. Warren, Inc, d/b/a Warren & Associates for transcription services. Also find the attached letter dated February 5, 2010 from Martin B. Warren, Inc., d/b/a Warren & Associates advising that they also agree to extend their original contract, with the addition of transcribing optical media (CD's and DVD's), at the same price for one more year.

BC/aw